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Idaho
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Utah

DATE: April 25, 2013

To: Great Basin Agency Administrators

From: Chair, Great Basin Coordinating Group

Subject: 2013 Incident Management

The Great Basin Coordinating Group (GBCG) would like to update you on a few items for the 2013 fire season. Attached you will find three items: Great Basin Team Evaluation, Incident Commander Expectations, and the National Multi-Agency Coordinating Group (NMAC) Key Issues 2013.

Great Basin Incident Management Team Evaluation Form

The Great Basin Incident Management Team Evaluation Form has been reformatted from the previous version and is designed to enhance your ability to document in more detail your final evaluation. We recommend that you use the Great Basin IMT evaluation form to review all teams your unit may host. We encourage you to be thorough in your evaluation and include performance issues and other concerns that may have. Team performance evaluations are an important component of team management and assist us in our commitment to improve the IMT program and promote a learning culture in the Great Basin.

The Great Basin Incident Management Team Evaluation Form can be found at:
<http://gacc.nifc.gov/wgbc/logistics/overhead/overhead.htm>

The second attachment outlines the Coordinating Group's expectations of Great Basin Incident Commanders. Please be aware the Coordinating Group has emphasized that Incident Commanders make contact with you or your representative upon team order to clarify team size, any special needs, and your expectations.

Great Basin Incident Management Team Availability and Rotations

During the fall meeting, the GBCG made the decision to reduce the number of Great Basin Type 2 Incident Management Teams from six to five. This was not an easy decision to reach but is indicative of our shrinking workforce, reduced budgets, and lack of personnel available to support wildland fire activities. Three Type 2 IMT's will be in rotation on a weekly basis from mid-June until the end of September. This is a change from the bi-weekly rotation we've used for the past several years. Two IMT's will be in rotation on a weekly basis during the "Shoulder

Seasons” which are mid-May to mid-June and the month of October. The Great Basin and National IMT Rotations can be found on the GACC websites at:

[The 2013 Great Basin Mobilization Guide](#) is available to further clarify the current Great Basin Incident Management Team configuration and operating procedures. Beginning on page 60-7 you will find the Great Basin IMT rotations and links to IMT rosters and configuration. The [Great Basin Mobilization Guide, Supplement 1](#) outlines the Great Basin IMT Operating Plan. We encourage you to review these documents prior to the wildfire season and before activating any IMTs

Great Basin Trainee Prioritization Program and Field S-420 Command and General Staff

The Great Basin Trainee Prioritization Program is being implemented this coming season. The purpose of the program is to maximize training opportunities for Great Basin trainees. This new process will identify and promote employees, to achieve agency positions, qualifications and to support succession planning for Incident Management Teams. Details of the program can be found in the attachment titled Great Basin Trainee Prioritization Program.

Additionally, it is important you are aware that the Great Basin Coordinating Group supports the use of the Field S-420 Course to train new team members at the Command and General Staff level. The intent of the course is the same as the classroom version, although the course is delivered at an ongoing incident. If there is an opportunity to implement a Field S-420 course on your unit this will be communicated to you by the Incident Commander upon team order. Guidance encompassing the training and all fiscal aspects of utilizing a fire code are outlined in [Great Basin Mobilization Guide, Supplement 3](#).

The safety of our firefighters is our number one priority each year. It is imperative that supervisors, leaders and Incident Management Teams are providing oversight, supervision and leadership to individuals working on your units. Please ensure that duties and assignments given are understood, roles and responsibilities are defined, and employees are acting within the scope of their duty in a responsible manner.

If you have issues with an Incident Management team assigned to your unit and would like assistance from the Great Basin Coordinating Group that assistance is available.

If you have questions or concerns, please contact your Agency Representative on the Great Basin Coordinating Group, or feel free to contact me directly at 208-373-3851.

/s/ Michael Morcom

Attachments:

Great Basin Team Evaluation

Incident Commander Expectations

NMAC 2013 Key Issues

Great Basin Trainee Prioritization Program